

**IT IS THE VENDOR'S RESPONSIBILITY TO
CHECK FOR ADDENDUM PRIOR TO SUBMITTING PROPOSALS**

**REQUEST FOR PROPOSALS
SPECIFICATION NO. 01-222**

The City of Lincoln, Nebraska intends to contract for and invites you to submit a sealed proposal for professional engineering services related to the project listed and described below:

**DESIGN OF
GRIT HANDLING IMPROVEMENTS
FOR THE
THERESA STREET WASTEWATER TREATMENT FACILITY
(CITY PROJECT NO. 700329)
FOR THE
LINCOLN WASTEWATER SYSTEM**

Sealed proposals will be received by the City of Lincoln, Nebraska on or before 12:00 noon, Wednesday, December 5, 2001 in the office of the Purchasing Agent, located at Suite 200, K Street Complex, SW Corner, 440 South 8 Street, Lincoln, Nebraska, 68508. **Proposals will be publicly opened, reading only the names of those submitting proposals, at the K Street Complex. Proposal fees will not be disclosed while proposals are being opened.**

A copy of the request for proposal may be obtained from the Purchasing Division at the address listed above, telephone: 402-441-7410.

All communications relative to this work prior to the opening of the proposals shall be directed to the Project Selection Committee Chair, Gary Brandt, Utilities Coordinator, Telephone: 402-441-7968.

Submitter should take caution if U.S. mail or mail delivery services are used for the submission of proposals. Mailing should be made in sufficient time for proposals to arrive in the Purchasing Division prior to the time and date specified above.

INSTRUCTIONS TO PROPOSERS

CITY OF LINCOLN, NEBRASKA PURCHASING DIVISION

1. PROPOSAL PROCEDURE

- 1.1 Each RFP must be legibly printed in ink or by typewriter, include full name, business address, and telephone no. of the Proposer; and be signed in ink by the Proposer.
- 1.2 Response by a firm/organization other than a corporation must include the name and address of each member.
- 1.3 A response by a corporation must be signed in the name of such corporation by a duly authorized official thereof.
- 1.4 Any person signing a response for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.5 Proposals received after the time and date established for receiving offers will be rejected.

2. EQUAL OPPORTUNITY

- 2.1 Each proposer agrees that it shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability, national origin, age, or marital status. In the employment of persons, proposer shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to race, color, religion, sex, disability, national origin, age, or marital status.

3. DATA PRIVACY

- 3.1 Proposer agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.
- 3.2 The proposer agrees to hold the City harmless from any claims resulting from the proposer's unlawful disclosure or use of private or confidential information.

4. PROPOSER'S REPRESENTATION

- 4.1 Each proposer by signing and submitting an offer, represents that he/she has read and understands the specification documents, and the offer has been made in accordance therewith.
- 4.2 Each offer for services further represents that the proposer is familiar with the local conditions under which the work and has correlated the observations with the requirements of the RFP.
- 4.3 Proposer Warrants and represents to the City that all software/firmware/hardware/equipment/systems developed, distributed, installed or programmed by Proposer pursuant to this Specification and Agreement.

- 4.3.1 That all date recognition and processing by the software/firmware/hardware/equipment/system will include the four-digit-year format and will correctly recognize and process the date of February 29, and any related data, during Leap years; and

- 4.3.2 That all date sorting by the software/firmware/hardware/equipment/system that includes a "year category" shall be done based on the four-digit-year format. Upon being notified in writing by the City of the failure of any software/firmware/hardware/equipment/systems to comply with this Specification and Agreement, Contractor will, within 60 days and at no cost to the City, replace or correct the non-complying software/firmware/hardware/equipment/systems with software/firmware/hardware/equipment/systems that does comply with this Specification and Agreement.

5. INDEPENDENT PRICE DETERMINATION

- 5.1 By signing and submitting this RFP, the proposer certifies that the prices offered have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, with any other proposer competitor; unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the proposer prior to RFP opening directly or indirectly to any other competitor; no attempt has been made, or will be made, by the proposer to induce any person or firm to submit, or not to submit, a response for the purpose of restricting competition.

6. SPECIFICATION CLARIFICATION

- 6.1 Proposers shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of specification documents.
- 6.2 Proposers desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least seven (7) calendar days prior to date and time for response receipt.
- 6.3 Interpretations, corrections and changes made to the specification documents will be made by written addenda.
- 6.4 Oral interpretations/changes to Specification Documents made in any other manner, will not be binding on the City; proposers shall not rely upon oral interpretations.

7. ADDENDA

- 7.1 Addenda are written instruments issued by the City prior to the date for receipt of offers which modify or interpret the specification document by addition, deletion, clarification or correction.
- 7.2 Addenda will be mailed or delivered to all who are known by the City to have received a complete set of specification documents.
- 7.3 Copies of addenda will be made available for inspection at the office of the Purchasing Agent.
- 7.4 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of offers, except an addendum withdrawing the RFP, or addendum including postponement.
- 7.5 Proposers shall ascertain prior to submitting their offer that they have received all addenda issued, and they shall acknowledge receipt of addenda on the proposal form.

8. EVALUATION AND AWARD

- 8.1 The signed proposal shall be considered an offer on the part of the proposer. Such offer shall be deemed accepted upon issuance by the City of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 8.2 No offer shall be withdrawn for a period of ninety (90) calendar days after the time and date established for receiving offers, and each proposer agrees in submitting an offer.
- 8.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.
- 8.4 The RFP process is designed to be a competitive negotiation platform, where price is not required to be the sole determinative factor; also the City has the flexibility to negotiate with a select firm or selected firms to arrive at a mutually agreeable relationship.
- 8.5 A committee will be assigned the task of reviewing the proposals received.
 - 8.5.1 The committee may request documentation from Proposer(s) of any information provided in their proposal response, or require the Proposer to clarify or expand qualification statements.
 - 8.5.2 The committee may also require a site visit and/or verbal interview with a Proposer or select group of Proposers to clarify and expand upon the proposal response.
- 8.6 The offer will be awarded to the lowest responsive, responsible proposer whose proposal will be most advantageous to the City, and as the City deem will best serve their requirements.

- 8.7 The City reserves the right to accept or reject any or all offers, parts of offers; request new proposals, waive irregularities and technicalities in offers; or to award the RFP on a split-order basis, or lump-sum basis; such as shall best serve the requirements and interests of the City.

9. INDEMNIFICATION

- 9.1 The proposer shall indemnify and hold harmless the City, its members, its officers and employees from and against all claims, damages, losses, and expenses, including, but not limited to attorney's fees arising out of or resulting from the performance of the contract, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than goods, materials and equipment furnished under this contract) including the loss of use resulting therefrom; is caused in whole or part by any negligent act or omission of the proposer, any subcontractor, or anyone directly or indirectly employed by any one of them or anyone for whose acts made by any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder.
- 9.2 In any and all claims against the City or any of its members, officers or employees by an employee of the proposer, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 15.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the proposer or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

10. LAWS

- 10.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.

PROPOSAL
SPECIFICATION NO. 01-222
OPENING TIME: 12:00 NOON
DATE: December 5, 2001

The undersigned SUBMITTER, having full knowledge of the requirements of the City of Lincoln for the below listed items and the contract documents (which includes Request for Proposals), Instructions, this Proposal, Specifications, Contract, and any and all addenda) and all other conditions of the Proposal, agrees to enter into a contract with the City for the below listed items for the performance of this Specification, complete in every respect, in strict accordance with the contract documents at and for fees listed below.

THE REQUIREMENTS FOR:

DESIGN OF
GRIT HANDLING IMPROVEMENTS
FOR THE
THERESA STREET WASTEWATER TREATMENT FACILITY
(CITY PROJECT NO. 700329)
FOR THE
LINCOLN WASTEWATER SYSTEM

Professional Engineering Services - ESTIMATED FEE: \$ _____

The undersigned signatory for the firm represents and warrants that he/she has full and complete authority to submit this proposal to the City, and to enter into a contract if this proposal is accepted.

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NOTE:

RETURN SIX (6) COPIES OF YOUR RESPONSE TO THIS RFP AND
SUPPORTING MATERIALS AND ONE (1) FEE PROPOSAL IN A SEPARATE ENVELOPE.
MARK OUTSIDE OF ENVELOPE AS FOLLOWS:

SEALED PROPOSAL FOR SPECIFICATION NO. 01-222

Company Name

By (Signature)

Street Address or P.O. Box

By (Print Name)

City, State, Zip Code

Title

Telephone

Date

**REQUEST FOR PROPOSALS
SPECIFICATION NO. 01-222**

**DESIGN OF
GRIT HANDLING IMPROVEMENTS
FOR THE
THERESA STREET WASTEWATER TREATMENT FACILITY
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1. Project Information.

1.1 Purpose and Intent.

In general, the City intends to retain a professional engineering firm to provide normal and customary preliminary and final engineering design services including bidding assistance for construction of the following project at the Theresa Street Wastewater Treatment Facility.

1.1.1 Grit basin modifications, grit handling and flow distribution improvements including related grit handling operations from the Liquid Waste Handling Facility for the Theresa Street Wastewater Treatment Facility.

1.2 General and Background

1.2.1 The Theresa Street Treatment Facility has a current maximum monthly treatment capacity of 28.0 million gallons per day (mgd). Current annual average flows are approximately twenty (20) mgd.

1.2.2 Description of current liquid flow scheme.

1.2.2.1 The liquid stream treatment process consists of preliminary and secondary treatment followed by seasonal disinfection of the effluent in the summer months prior to discharge in Salt Creek.

1.2.2.2 Preliminary treatment includes influent screening by four mechanically cleaned bar screens, pumping, flow splitting to six (6) aerated grit removal basins, followed by primary sedimentation in six (6) primary clarifiers.

1.2.2.3 Secondary treatment is accomplished by three individual flow trains with the noted calculated maximum monthly treatment capacities: trickling filter train (7 mgd); West side activated sludge train (5 mgd); and a East side activated sludge train (16 mgd).

1.2.2.3.1 Each of these trains are followed by secondary clarification.

1.2.2.3.2 In 2000, modifications to the west side activated sludge aeration system were completed and included addition of submerged fine bubble diffusers, baffle walls, internal mixing and aeration blower controls and process improvements .

- 1.2.2.3.3 Currently, a design is underway for aeration improvements to be made to the East side activated sludge aeration system similar to those made for the West side system noted above. These improvements are tentatively scheduled for completion in 2003.
 - 1.2.2.4 Final effluent passes to a chlorination basin where it is chlorinated prior to discharge to Salt Creek. Currently, seasonal chlorination during the summer season is required by the current NPDES permit.
 - 1.2.2.4.1 Additionally, a design is underway for replacing the current gaseous chlorination system with ultraviolet (UV) disinfection and a supplemental liquid chlorination de-chlorination system for disinfecting the final effluent to meet future requirements. These improvements are tentatively scheduled for completion in late 2002.
- 1.2.3 Description of solids flow scheme and treatment (see attached flow scheme).
 - 1.2.3.1 Solids treatment consists of raw influent screening, anaerobic digestion of primary and secondary solids, scum, and compatible liquid wastes received at a liquid waste dump station.
 - 1.2.3.2 Influent screenings removed by bar screens are dewatered and hauled to landfill for disposal by a contracted hauler.
 - 1.2.3.3 Primary solids are pumped from the clarifiers to a solids mix tank located on the lower level of the belt filter press dewatering building.
 - 1.2.3.4 Secondary solids pumped from secondary clarifiers are thickened to approximately 4-5% solids by three (3) DAF units using polymer as a coagulant aid in the thickening building located by the East Side activated sludge basins. The thickened solids are then pumped to the solids mix tank described below.
 - 1.2.3.5 Liquid Waste Dump Station. Liquid wastes containing grit and mud trap waste collected at the Dump Station are currently pumped to a grit classifier and washer located in the Operations control Center Bldg and are then trucked to the landfill. Septage wastes from the Dump Station that are compatible to biological treatment are routed to the solids mix tank and subsequently pumped to the anaerobic digesters.
 - 1.2.3.6 A solids mix tank (approximately 6,000 gallons) receives solids pumped from the above sources and serves as a mix and reservoir suction tank for pumps that transfer the mixed solids to the anaerobic digesters.
 - 1.2.3.7 Mixed solids pumped to the anaerobic digesters are screened by a Parkson sludge strainer prior to entering the digesters and collected screenings are hauled to the Landfill by a contract hauler.

1.3 General Requirements

- 1.3.1 General background.
 - 1.3.1.1 In 1998 an engineering report and evaluation was made by Black & Veatch and Olsson Associates of Influent Pumping, preliminary treatment and primary clarification facilities. This evaluation made recommendations concerning improvements to influent pumping, raw sewage pumping capacity, grit handling, and primary clarification processes. The study also evaluated three alternatives for grit handling improvements.
 - 1.3.1.2 Currently, the existing aerated grit chambers are deficient in terms of grit collection, conveyance, and treatment. Grit is currently removed by a traveling crane and clamshell device.
 - 1.3.1.2.1 Grit collected from the aerated grit basins is stored in a tilted trailer where free liquid is allowed to drain prior to transporting to the sanitary landfill.
 - 1.3.1.3 Odors have been associated with the grit collected and stored in the tilted trailer.
- 1.3.2 The general requirements and intent of this project are to:
 - 1.3.2.1 Design and construct improvements to existing grit basins to meet future design flows and improve the capture, collection, conveyance, and treatment of grit at the Theresa Street Facility.
 - 1.3.2.2 Relocate current grit and mud trap collection and hauling at the Liquid Waste Handling Facility to a location near to or adjacent to the existing aerated grit chambers.
 - 1.3.2.3 The Liquid Waste Handling Facility would then only receive septage or organic type loads. Both receiving bays would be dedicated to receiving organic waste suitable for anaerobic digestion. Improvements necessary to the Liquid Waste Handling Facility to convert to a totally dedicated septage receiving facility will be within the scope of this project. Improvements may include additional pumps, alterations to piping, controls, and related equipment. Improvements for the aerated grit basins will include an area for receiving waste from private tank truck haulers and collecting/transporting waste to grit washers and classifiers.
 - 1.3.2.4 Review, evaluate and/or validate the findings of the "Evaluation of Influent Pumping, Preliminary Treatment and Primary Clarification Facilities" prepared by Black & Veatch and Olsson Associates (1999). The findings and recommendations of the report evaluated three alternatives for grit handling improvements and recommended replacing existing 24" diameter magnetic flow meter(s) to larger (30" or 36" diameter) magnetic flow meter(s) to improve the hydraulic capacity of wastewater discharge lines from the raw sewage pumping facilities. The replacement of any or all magnetic flow meters will be within the scope of this work. A review of the calculated hydraulic capacity of grit basins will be required. Final Grit Handling Improvements shall be consistent with recommendations of the

Facility Plan Update currently being prepared by Brown & Caldwell and the City of Lincoln.

- 1.3.2.5 The resultant design shall be in conformance with applicable Nebraska Department of Environmental Quality (NDEQ) and local air requirements and limits for such wastewater facilities.
- 1.3.2.6 Phasing of construction may need to be considered to provide continuous wastewater treatment capability.
- 1.3.2.7 Ultimate control and monitoring of process equipment for this project shall be compatible with and incorporated into the current SCADA network and control system.
- 1.3.2.8 During the performance and construction of these projects, the treatment process must be maintained and meet acceptable NPDES discharge limitations.

1.4 Available Information.

1.4.1 General.

- 1.4.1.1 The following is a selected list of the most applicable documents that may be of use in this project.
- 1.4.1.2 The information is available for review at the offices of the Lincoln Wastewater System, 2400 Theresa Street, Lincoln, Nebraska.
- 1.4.1.3 Copies may be furnished for the cost of reproduction, handling, and mailing unless otherwise noted below. Contact the Project Selection Committee Chair to review or obtain copies.

1.4.2 Applicable Documents.

- 1.4.2.1 Various As-Built and Record Drawings for the Theresa Street Wastewater Treatment Plant. See Project Selection Committee Chair for copies of pertinent plan sheets.
- 1.4.2.2 Lincoln Wastewater System Facilities Plan Report @, January, 1995, and latest updates, Brown and Caldwell - HWS Engineering and Lincoln Wastewater System, including supporting calculations. This plan is currently being updated by Brown & Caldwell Engineers with draft completion by January 2002. Copies of this report are available for review by interested firms.
- 1.4.2.3 Theresa Street Wastewater Treatment Facility / Evaluation of Influent Pumping, Preliminary Treatment and Primary Clarification Facilities @, June, 1998, @ Black & Veatch, Kansas City, MO, Olsson Associates, Lincoln, NE. Copies of this report can be made available at the cost of reproduction.
- 1.4.2.4 Pertinent operational data, reports, etc., for the various components of the treatment process.

1.4.3 Word Processing and CAD Formats.

- 1.4.3.1 Current word processing program. WordPerfect, Version 9, for Windows.
- 1.4.3.2 CAD format. Bentley-Integrgraph Microstation.

2. Required Services.
 - 2.1 The following services shall apply to all noted projects.
 - 2.2 Preliminary Design.
 - 2.2.1 Initially meet with City Project Team to review the scope of required services, design criteria and expectations, obtain background information, and establish tentative schedule for completion.
 - 2.2.2 Prepare a preliminary design memorandum which defines in detail the Consultant's and City's mutually agreed understanding of project scope, objectives, and schedule, including budgetary information. Meet with City staff to review the memorandum for each project.
 - 2.2.3 Review related and pertinent construction drawings of facilities including grit basin modifications, previous grit basin evaluations, Facilities Plan, operational data, current aerated grit basin operational practices, flows, wastewater quality information, and other related information.
 - 2.2.4 Prepare preliminary designs and evaluations to determine the most cost effective and feasible alternatives including: preliminary plans and specifications, layout sketches, lists of equipment and key features, time schedules for construction, outline of interim operations anticipated during construction, etc., and conceptual design criteria to clearly indicate the considerations involved.
 - 2.2.5 Prepare preliminary design, evaluation, and recommendations information and reports to provide for updating current Facilities Planning documents, as appropriate.
 - 2.2.6 Prepare and submit five (5) copies of preliminary design and studies report, including executive summary, summarizing the evaluations, findings, conclusions, updated opinions of total project costs, recommendation of most feasible alternative, and phasing plans and schedules for implementation.
 - 2.2.7 Coordinate and meet with City project team to: present report, discuss, and recommended alternatives, select alternative for final design, and revise final design memorandum for Grit Handling Improvements.
 - 2.2.8 Prepare reports in computerized word processing and Microstation CAD format acceptable to the City.
 - 2.3 Final Design and Bidding Assistance.
 - 2.3.1 Complete final design drawings, technical specifications, and contract documents for bidding and construction of projects in accordance with design memorandums for the Grit Handling Improvements.
 - 2.3.2 Prepare all documents in computerized word processing and computer CAD file formats acceptable for transfer and use by City's systems.
 - 2.3.3 Prepare all applications for required Federal, State, or local permits for construction including flood plain permits, 404 permits, storm water permits, NDEQ construction permits, etc., and insure all data is sufficient for receiving such permits.
 - 2.3.4 Submit completed design documents to NDEQ and other local regulatory agencies as required and assist City in obtaining approval for improvements from such agencies.

- 2.3.5 Submit five (5) printed copies and one computerized file copy of final design and construction contract documents and meet with City project team to present and review final design documents.
- 2.3.6 Bidding Assistance. Assist City in obtaining bids for construction, including: providing and distributing copies of bidding documents to prospective bidders; coordinating and attending pre-bid meetings, when required; answering all technical questions from prospective bidders; preparing bid addenda as required; reviewing and evaluating bids received; recommending award of contract for construction; and, assisting City in completing and executing Contract Documents as requested.
- 2.4 Basic Construction Phase Services. Perform normal and customary basic engineering and construction management services during construction, including:
 - 2.4.1 Conducting pre-construction and monthly construction progress meetings including: recording and submitting minutes of meetings and reviewing project status and budget reports.
 - 2.4.2 Reviewing and approving all contractor submittals and shop drawings for conformance with contract documents and processing and certifying all contractor requests for payment.
 - 2.4.3 Preparing and processing all necessary construction contract change order justifications and related changes to contract documents as may be necessary.
 - 2.4.4 Conducting periodic field inspections during construction and final inspection to certify that construction is completed in accordance with all contract documents and permits.
 - 2.4.5 Coordinating and/or performing initial start-up and training services required and assembling operational and maintenance manuals for equipment and other related items for the constructed project.
 - 2.4.6 Preparing and providing Mylar reproducible sets of record drawings and CAD compatible drawing files suitable for transfer to the City=s computerized engineering and mapping (CEIS) system.
 - 2.4.7 Performing 6-month and 11-month warranty inspections of completed construction to certify compliance with all contract document warranty requirements and review operations for conformance to design. Conducting operational review and training sessions as requested, and submit written inspection reports.
- 2.5 Additional Construction Phase and Other Services.
 - 2.5.1 Additional services during the construction phase, such as construction inspection/resident engineering services, shall be reviewed and negotiated at a later time, as necessary.
 - 2.5.2 Other services as requested by the City shall also be reviewed and negotiated at a later time, as necessary.

3. City's Responsibilities.
- 3.1 Designate project representative and City project team to coordinate work activities of City project team, Consultant, and other affected parties.
 - 3.2 Provide pertinent historical, current, and projected flow and growth data for Consultant use.
 - 3.3 Make all policy and budgetary decisions so as to allow timely completion of the work.
 - 3.4 Supply pertinent existing drawings, records, and available information.
 - 3.5 Supply all field books, survey, and diary books for recording data.
 - 3.6 Coordinate, arrange, and conduct meetings with representatives of affected agencies as required for completing the work.
 - 3.7 Conduct related advertising, bidding process, and award of Contract (s) for construction.



Theresa Street Aerated Grit Basins



Traveling Crane & Clam Shell



Liquid Waste Handling Facility

4. Tentative Project Schedule -

Begin Preliminary Design and Investigations	Dec. 2001
Complete Preliminary Designs	Mar, 2002
Complete Final Designs	July, 2002
Receive Bids	Aug, 2002
5. Proposal Contents and Evaluation Criteria.
 - 5.1 Describe and outline the **Firm's Approach** to performing the work required by this project. Include implementation plan describing project phases, key work elements to meet critical project dates, and a recommended schedule of meetings to provide for timely input by City project team.
 - 5.2 Outline the **Proposed Project Schedule** to meet the proposed tentative project schedule and rates previously outlined in the RFP shall be included. Provisions for meaningful input from City project team during the initial project review are essential and shall be addressed.
 - 5.3 Delineate the **Project Team and Organization.**
 - 5.3.1 Include names of key individuals to be assigned to, and work directly on, the project.
 - 5.3.2 Describe specific areas and limits of responsibilities for each of the team members and proposed sub-consultants to be utilized.
 - 5.3.3 Include a project team organizational chart showing lines of responsibility and extent of involvement for sub-consultants. Include resumes for project team members, key individuals, and sub-consultants.
 - 5.4 Describe the **Ability of the Firm to Meet the Intent of Required Services** outlined in this RFP, including:
 - 5.4.1 Time availability of team members to meet the tentative project schedule.
 - 5.4.2 Quality Assurance and Quality Control (QA/QC) review procedures to be utilized on this project.
 - 5.4.3 Cost estimating and cost control procedures used by firm on similar projects.
 - 5.4.4 A statement of general qualifications and background experience of the firm and project team members, including sub-consultants in this type of project and work. A comparison to similar projects of similar size and capacity.
 - 5.4.5 Listing of types of anticipated assistance that may be required from the City project team or other City agencies.
 - 5.4.6 Brief list of contacts of former clients (to include contact person, title, and telephone number) for which your firm was engaged with the past five (5) years to perform similar services as described herein.
6. Estimated Fees.
 - 6.1 Submit your firm's estimate of the proposed fees for services outlined in this RFP all the projects in summary and spreadsheet formats including projected hours, hourly rates, and total costs for performing the various elements of the work for each of the projects or combination of projects described in this request.

- 6.2 Submit fees in a separate sealed envelope with the specification number, project name, and your firm's name and address clearly marked on the outside of the envelope.

7. Evaluation Criteria.

- 7.1 Understanding of the requirements of this project.
- 7.2 Relevance and suitability of the project approach and schedule to meet the needs of the City.
- 7.3 Qualifications and expertise of the key personnel to be assigned to this project.
- 7.4 Background experience of the firm and the project team as it directly relates to this project.
- 7.5 Record of past performance on similar projects.
- 7.6 Comments and opinions provided by references.
- 7.7 Quality and cost control procedures to be used on this project. Identify personnel responsible for these controls.
- 7.8 Resources of the firm to conduct and complete this project in a satisfactory manner. Factors to be considered include: current work load (including current work with the City), proposed schedule for completion, and ability and willingness to commit the key personnel.
- 7.9 Clarity, conciseness, and organization of proposal.
- 7.10 NOTE: Proposals will be reviewed, evaluated and ranked (e.g.: 1, 2, 3) in accordance with the City's selection process and procedure.

8. Submittal Procedures.

Submit six (6) copies of your proposal and detailed cost information (spreadsheet format) to the office of the Purchasing Agent, located at Suite 200, K Street Complex, 440 South 8 Street, Lincoln, Nebraska, 68508 **no later than the date stated in the Notice for Request for Proposals.**

9. Contacts.

- 9.1 Contact regarding the development of a proposal shall be made only with the Project Selection Committee Chair, Mr. Gary Brandt, Utilities Coordinator, Lincoln Wastewater System, (402) 441-7968.
- 9.2 Any follow-up conversations with City staff will be directed by the Chair, if appropriate.
- 9.3 Any addenda answering questions or providing clarifications will be sent out by the Project Selection Committee Chair.